



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Grievance

**TITLE:** Informal Resolution Request Files

**CUTOFF:** Date grievance was filed

**DESCRIPTION:** Informal resolution requests that did not progress to grievance stage. Records include, but are not limited to, documentation stating the offender complaint and how it was handled and addressed by staff. Records maintained pursuant to 217.370 RSMo.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9046

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019

**TITLE:** Offender Grievance Files

**CUTOFF:** Date grievance was filed

**DESCRIPTION:** Grievances filed by offenders confined within a Missouri Department of Corrections institution. Records include, but are not limited to, the offender's complaint at all stages, the response to each stage, all documentation relative to the offender's complaint, and the policies/procedures pertinent to the offender complaint. Records are maintained pursuant to 217.370 RSMo.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19458

**SERIES STATUS:** Approved

**APPROVAL DATE:**

5/13/2019